



# Request for Quote

Page 1 of 1

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
ONE CAPITOL HILL  
PROVIDENCE RI 02908

BUYER: Melillo, Charlotte A  
PHONE #: 401-574-8110

CREATION DATE: 08-APR-13  
BID NUMBER: 7461342,2  
TITLE: MOVING AND RIGGING SERVICES

BLANKET START : 01-JUL-13  
BLANKET END : 30-JUN-16  
BID CLOSING DATE AND TIME: 18-APR-2013 10:00:00

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URI ACCOUNTS PAYABLE  
CARLOTTI ADMINISTRATION BLDG  
75 LOWER COLLEGE ROAD, SUITE 1  
KINGSTON, RI 02881  
US

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URI SPECIAL INSTRUCTIONS  
SEE BELOW  
SEE BELOW, RI N/A  
US

Requisition Number: 1307095

Amendment Description: ADDENDUM #2 - ERROR IN QUANTITIES ON LINE 7, 8 AND 9. QUANTITY FOR LINE 7, 8 AND 9 SHOULD BE 5000 NOT 15,000. LINE ITEMS CHANGED TO REFLECT THIS CHANGE. SEE "ATTACHMENT A" REVISED PER ADDENDUM #2.  
CLOSING DATE EXTENDED TO 4/18/13 AT 10:00 AM

Line	Description	Quantity	Unit	Unit Price	Total
1	7/1/13 - 6/30/16  MOVING AND RIGGING SERVICES - URI SEE ATTACHED SPREADSHEET FOR PRICING PAGES  BUYER EMAIL FOR QUESTIONS PERTAINING TO THIS BID: charlotte.melillo@purchasing.ri.gov.  DELIVER TO: UNIVERSITY OF RI SUPPORT SERVICES 563 PLAINS ROAD KINGSTON, RI 02881 *  Moving and Rigging Services per attached specifications - SEE SPREADSHEET FOR PRICING				

Delivery: \_\_\_\_\_

Terms of Payment: \_\_\_\_\_

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
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**GROUP PURCHASING ORGANIZATIONS (GPO):**

THE UNIVERSITY OF RHODE ISLAND IS A MEMBER OF THE FOLLOWING:

- 1) Educational & Institutional Cooperative Purchasing (E&I)
- 2) Provista

IF THIS IS A MULTI-YEAR BID/CONTRACT. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE UNIVERSITY. TERMINATION MAY BE EFFECTED BY THE UNIVERSITY BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE UNIVERSITY TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/ SERVICES ARE SUBJECT TO AVAILABILITY OF FUNDS.

DELIVERY AS REQUESTED

**BLANKET REQUIREMENTS: 7/1/2013-6/30/2016**

**MOVING AND RIGGING SERVICES PER ATTACHED SPECIFICATIONS.**

**PLEASE NOTE HOURS ARE ESTIMATES ONLY**

1	Moving 7/1/2013-6/30/2014 Crew rate per hour	4300	hr		
2	Moving 7/1/2014-6/30/2015 Crew rate per hour	4500	hr		
3	Moving 7/1/2015-6/30/2016 Crew rate per hour	4500	hr		
4	Moving 7/1/2013-6/30/2014 Crew overtime rate per hour	40	hr		
5	Moving 7/1/2014-6/30/2015 Crew overtime rate per hour	40	hr		
6	Moving 7/1/2015-6/30/2016 Crew overtime rate per hour	40	hr		
7	Moving 7/1/2013-6/30/2014 Charge for additional man when required; rate per man/per hour	5000	hr		
8	Moving 7/1/2014-6/30/2015 Charge for additional man when required; rate per man/perhour	5000	hr		
9	Moving 7/1/2015-6/30/2016 Charge for additional man when required; rate per man/perhour	5000	hr		

RFQ 7461342 MOVING AND RIGGING SERVICES - URI  
ATTACHMENT "A" - REVISED PER ADDENDUM #2

VENDOR NAME

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
10	Moving 7/1/2013-6/30/2014 Rate per additional truck if needed per hour	40	hr		
11	Moving 7/1/2014-6/30/2015 Rate per additional truck if needed per hour	40	hr		
12	Moving 7/1/2015-6/30/2016 Rate per additional truck if needed per hour	40	hr		
13	Rigging 7/1/2013-6/30/2014 Rate per hour; one man and equipment	50	hr		
14	Rigging 7/1/2014-6/30/2015 Rate per hour; one man and equipment	50	hr		
15	Rigging 7/1/2015-6/30/2016 Rate per hour; one man and equipment	50	hr		
16	Rigging 7/1/2013-6/30/2014 Rate for overtime per hour; one man and equipment	25	hr		
17	Rigging 7/1/2014-6/30/2015 Rate for overtime per hour; one man and equipment	25	hr		
18	Rigging 7/1/2015-6/30/2016 Rate for overtime per hour; one man and equipment	25	hr		
19	Rigging 7/1/2013-6/30/2014 Rate for additional man if needed (per man per hour)	10	hr		
20	Rigging 7/1/2014-6/30/2015 Rate for additional man if needed (per man per hour)	10	hr		
21	Rigging 7/1/2015-6/30/2016 Rate for additional man if need (per man per hour)	10	hr		
22	Rigging 7/1/2013-6/30/2014 Rate for additional man (overtime) if needed (per man per hour)	10	hr		
23	Rigging 7/1/2014-6/30/2015 Rate for additional man (overtime) if needed (per man per hour)	10	hr		
24	Rigging 7/1/2015-6/30/2016 Rate for additional man (overtime) if needed (per man per hour)	10	hr		

## MOVING

Blanket request: Multiyear service contract for moving office furniture and laboratory equipment for all campuses of the University of Rhode Island. Charges to be made on a time and equipment basis. For the purpose of our needs, the first three men with one truck with a hydraulic lift gate will be considered one crew. Any additional men requested will not be considered part of a crew unless WE request a second truck with a hydraulic lift gate.

- Personal vehicles for transportation to job sites are not considered additional trucks.
- For every three (3) men, one (1) person must be a supervisor/foreman, and he/she must carry a cell phone with 2-way radio capability.
- Minimum number of cell phones will be 2 at all times.
- Contractor must carry a minimum # of four (4) wheel moving dollies- six (6) each.
- Contractor must carry a minimum #4 convertible 2 in 1 aluminum hand trucks.
- Contractor must carry a full set of tools at all times (including 2 cordless drills) for the fabrication and dismantling of furniture, partitions and door removals.
- Contractor must carry fifty (50) moving blankets, two (2) large J-Bars, one (1) small J-Bar.

Crew availability: The University operates 24/7. The nature of our operation is dictated by the schedule of the University. Most of our planned moves take place nights, weekends, holidays, day's prior and following holidays, and during school break. Some of the work we do is on short term notice and emergency jobs. It is imperative that the successful bidder be able to fulfill these special needs. This work often is heavy and dirty, in buildings without air conditioning or elevators. At times the vendor will be asked to assist our Central Receiving Department. Vendor to provide all employees with name tags. Written hourly estimates on certain jobs will be required on a regular basis.

Time cards must be punched in and out by each employee every day. Failure to do so will result in non-payment for those hours. Invoices must reconcile exactly with time cards. Time is rounded to the nearest ¼ hour. Overtime will be considered hours worked in excess of 8 hours during our regular hour's operation. Regular hours are considered 7:30am - 3:00pm. Hours worked on Saturday, Sunday and State or RI holidays will be considered overtime. Some projects may be completed in less than 8 hours, and other large scale projects could take as long as 12 hours per day for several days.

Delivery or services as requested by agency. Payments will be authorized upon submission of invoices to receiving agency. Request for payment shall be submitted not more often than once per month throughout the duration of the agreement. Any unused balance at end of blanket period is automatically cancelled.

## **RIGGING**

Blanket Request: Multiyear service contract for heavy rigging for all campuses of the University of Rhode Island. Charges to be made on a time, equipment, and man-power basis. Equipment to include a truck with hydraulic lift gate, standard rigging equipment, and special equipment necessary to a particular job. One (1) person must be a supervisor/foreman and he/she must carry a cell phone with 2-way radio capability. Most of the work we do is on short term notice and emergency jobs. Written hourly estimates on certain jobs will be required on a regular basis. Personal vehicles for transportation to job sites are not considered additional trucks.

Examples of equipment necessary, but not limited to be as follows:

- Contractor must carry a minimum # four (4) wheel moving dollies- six (6) each.
- Contractor must carry two (2) large J-Bars, one (1) small J-Bar.

Time cards must be punched in and out by each employee every day. Failure to do so will result in non-payment for those hours. Invoices must reconcile exactly with time cards. Time is rounded to the nearest ¼ hour. Overtime will be considered hours worked in excess of 8 hours during our regular hours of operation. Regular hours are considered 7:30am - 3:00pm. Hours worked on Saturday, Sunday and State of RI holidays will be considered overtime. Some projects may be completed in less than 8 hours, and other large scale projects could take as long as 12 hours per day for several days.

Delivery or services as requested by agency. Payments will be authorized upon submission of invoices to receiving agency. Request for payment shall be submitted not more often than once per month throughout the duration of the agreement. Any unused balance at end of blanket period is automatically cancelled.

## REQUEST FOR QUOTE # 7461342

**BIDDING** (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. **ORDERING** (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

### **MULTI YEAR**

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

### **INSURANCE**

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

### **LICENSE**

VENDOR (OWNER OF COMPANY) IS RESPONSIBLE TO COMPLY WITH ALL LICENSING OR STATE PERMITS REQUIRED FOR THIS TYPE OF SERVICE. A COPY OF LICENSE/PERMIT SHOULD BE SUBMITTED WITH THIS BID. IN ADDITION TO THESE LICENSE REQUIREMENTS, BIDDER, BY SUBMISSION OF THIS BID, CERTIFIES THAT ANY/ALL WORK RELATED TO THIS BID, AND ANY SUBSEQUENT AWARD WHICH REQUIRES A RHODE ISLAND LICENSE(S), SHALL BE PERFORMED BY AN INDIVIDUAL(S) HOLDING A VALID RHODE ISLAND LICENSE.

### **RIVIP**

IT IS THE VENDOR'S RESPONSIBILITY TO CHECK AND DOWNLOAD ANY AND ALL ADDENDA FROM RIVIP. THIS OFFER MAY NOT BE CONSIDERED UNLESS A SIGNED RIVIP GENERATED BIDDER CERTIFICATION COVER FORM IS ATTACHED AND THE UNIT PRICE COLUMN IS COMPLETE. THE SIGNED CERTIFICATION COVER FORM MUST BE ATTACHED TO THE FRONT OF THE OFFER. WHEN DELIVERING OFFERS IN PERSON TO ONE CAPITOL HILL, VENDORS ARE ADVISED TO ALLOW AT LEAST ONE HOUR ADDITIONAL TIME FOR CLEARANCE THROUGH SECURITY CHECKPOINTS.

THIS OFFER MAY NOT BE CONSIDERED UNLESS BIDDER CERTIFICATION COVER FORM IS ATTACHED AND THE UNIT PRICE COLUMN IS COMPLETED. THE SIGNED CERTIFICATION COVER FORM MUST BE ATTACHED TO THE FRONT OF THE OFFER. WHEN DELIVERED OFFERS ON PERSON TO ONE CAPITOL HILL, VENDORS ARE ADVISED TO ALLOW AT LEAST ONE HOUR ADDITIONAL TIME FOR CLEARANCE THROUGH SECURITY CHECKPOINTS.

### **DELIVERY**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.